

**BY ORDER OF THE COMMANDER
AIR FORCE OPERATIONAL TEST AND
EVALUATION CENTER**

**AIR FORCE OPERATIONAL TEST AND
EVALUATION CENTER INSTRUCTION 14-301**

1 SEPTEMBER 2005

Intelligence

PASSING/RECEIVING SCI ACCESS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policies and procedures for Air Force Operational Test and Evaluation Center (AFOTEC) personnel and individuals visiting AFOTEC from other organizations who will require access to AFOTEC Sensitive Compartmented Information Facilities (SCIFs). It implements Air Force Policy Directive (AFPD) 14-3, *Control, Protection, and Dissemination of Information*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force AFRIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>.

SUMMARY OF REVISIONS

Adds visit request passing method; deletes maintaining of local Special Security Office (SSO) access rosters; minor administrative changes; administrative changes to comply with AF standards. It implements this publication as the prescribing directive for AFOTEC Form 99, SCI Visit/Permanent Certification Worksheet ([Attachment 2](#)).

1. General. In order to gain unescorted access to any SCIF, an individual must be indoctrinated for SCI. SCIF management personnel must hold evidence of indoctrination either in the form of an original indoctrination oath or a message from the visitor's servicing SSO certifying indoctrination status.

2. Policies. There are two methods considered "proof" for unescorted access to a SCIF:

2.1. Have a current indoctrination oath on file in TSI.

2.2. Receive a notification through approved means (message, facsimile machine (FAX), Joint Personnel Adjudication System (JPAS), or in unusual circumstances, verbal, followed by written notification) from visitor's servicing SSO who holds the oath that individual is indoctrinated.

3. Responsibilities. Personnel going temporary duty (TDY) to other SCIF locations will have their SCI accesses “passed” by SSO personnel. Responsibilities will be as follows:

3.1. AFOTEC Personnel:

3.1.1. Notify SSO NLT 5 working days before TDY by AFOTEC Form 99, or an e-mail with the same information. All information on the form/e-mail must be provided. One item on the form, the visiting SSO message address, is very important. Travelers should obtain this from the POC at their visit location. The Detachment/Directorate SCI Billet Monitor can assist the traveler in obtaining and delivering the required information to the SSO. In unusual circumstances, telephonic notification to SSO personnel can be used. SSO will provide written notification that clearance has been passed. NOTE: All visit requests for contractor personnel must be approved by their respective Contracting Officer’s Technical Representative (COTR).

3.1.2. It is the traveler’s responsibility to verify, with point of contact (POC) at the TDY location, that the visit certification has been received.

3.1.3. AFOTEC POCs for incoming TDY personnel are responsible for ensuring those individuals pass their SCI accesses through their servicing SSO. They should also contact the AFOTEC SSO to make certain accesses have been received. Unescorted access to the SCIF will not be allowed in any case if visit certification is not on file.

3.2. AFOTEC SSO Personnel will:

3.2.1. Ensure accesses are passed via message, fax, or Joint Personnel Adjudication System (JPAS) in a timely manner.

3.2.2. In emergency situations, telephonically pass accesses and follow up with a message, fax, or JPAS.

3.3. Geographically Separated Personnel. AFOTEC personnel who hold SCI accesses and are assigned to detachments/operating locations geographically separate from this headquarters, should be “perm certified” (permanently certified) to their servicing SSO. For these individuals, AFOTEC SSO will include authorization for the servicing SSO to pass visit certification locally, as required. If individuals are going TDY outside the local area, procedures in paragraph [3.1.](#) will be used. It is the individual’s responsibility to ensure their “perm cert” is kept current.

3.4. Permanent Certifications. Individuals who visit a particular SCIF on a continuing basis may be permanently certified to that facility. A “perm cert” can be good for up to 36 months or scheduled permanent change of station (PCS)/duration of the contract, whichever is less. Procedures in paragraph [3.1.](#) above will be used for “perm cert” requests.

4. Forms Prescribed. AFOTEC Form 99, SCI Visit/Permanent Certification Worksheet.

ROBIN E. SCOTT, Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 14-3, *Control, Protection, and Dissemination of Information*

DoD 5105.21-M-1, *SCI Administrative Security Manual*

Abbreviations and Acronyms

AFOTEC—Air Force Operational Test & Evaluation Center

COTR—Contracting Officer's Technical Representative

JPAS—Joint Personnel Adjudication System

POC—Point of Contact

PCS—Permanent Change of Station

SCI—Special Compartmented Information

SCIF—Sensitive Compartmented Information Facility

SSO—Special Security Office/Officer

TDY—Temporary Duty

Attachment 2

AFOTEC FORM 99, SCI VISIT/PERMANENT CERTIFICATION WORKSHEET

Figure A2.1. AFOTEC Form 99

SCI VISIT/PERMANENT CERTIFICATION WORKSHEET		
<i>Privacy Act Statement</i> AUTHORITY: 5 U.S.C. 301; 10 U.S.C. 8013; AND E.O. 9397. PRINCIPAL USES: To gather information used for requests for entry to another organization's SCI facilities. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Social Security Number is used for positive identification of individual and individual's records		
UNCLASSIFIED DESTINATION ADDRESS	TDY DATE (Inclusive)	
	UNCLASSIFIED PURPOSE FOR VISIT	
SSO MESSAGE ADDRESS / PHONE NUMBER:	PERMANENT CERTIFICATION YES NO (If yes, Date of First Visit)	
INFORMATION OF TDY PERSONNEL		
NAME (First, Last, MI)	NAME (First, Last, MI)	NAME (First, Last, MI)
SSN	SSN	SSN
ORGANIZATION	ORGANIZATION	ORGANIZATION
PHONE NUMBER	PHONE NUMBER	PHONE NUMBER
POINT OF CONTACT AT TDY LOCATION		
NAME (First, Last, MI)		NAME (First, Last, MI)
ORGANIZATION/OFFICE SYMBOL		ORGANIZATION/OFFICE SYMBOL
PHONE NUMBER		PHONE NUMBER
REMARKS		
For Contractor Personnel Only		
CONTRACT #	EXPIRATION DATE	
DELIVERY ORDER #/ TASK ORDER		
CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR) SIGNATURE	DATE/TIME	

AFOTEC FORM 099, 20020405 (HQ AFOTEC/TS)